

## Request for Academic, Personal, or Statistical Data

### Ad-Hoc Reports

Your request will be reviewed in light of the *Family Educational Rights and Privacy Act of 1974*, as amended. All requests will be processed as expeditiously as possible in the order in which they are received. Requests submitted during a high priority of other deadlines during the term may take longer to process. Please complete the form below and then email your completed form to: [sboswort@providence.edu](mailto:sboswort@providence.edu). This form is for internal PC use only, for outside requests please email [sboswort@providence.edu](mailto:sboswort@providence.edu).

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From: \_\_\_\_\_ Dept/Office: \_\_\_\_\_ Email: \_\_\_\_\_

Due Date: \_\_\_\_\_

Please indicate level of population:  UG  SCE  GR

Attributes:  Student Athletes  Liberal Arts Honors  International Students  Other \_\_\_\_\_

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**Data Requested:** (Please check appropriate boxes)

<input type="checkbox"/> Student Name	<input type="checkbox"/> Address	<input type="checkbox"/> Friar Box	<input type="checkbox"/> PC Email
<input type="checkbox"/> Personal Email	<input type="checkbox"/> Parent Email	<input type="checkbox"/> Majors	<input type="checkbox"/> Minors
<input type="checkbox"/> Home Phone	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Class Rank	<input type="checkbox"/> GPA
<input type="checkbox"/> Conferred Degree	<input type="checkbox"/> Pending Degree	<input type="checkbox"/> Diploma Hold	<input type="checkbox"/> Dean's List
<input type="checkbox"/> Parent Name	<input type="checkbox"/> Parent Address	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Class Year(s): _____

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Transcript Request: Dept. \_\_\_\_\_ Major/Minor \_\_\_\_\_ Class Year \_\_\_\_\_

Degree Audit Request: Dept. \_\_\_\_\_ Major/Minor \_\_\_\_\_ Class Year \_\_\_\_\_

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**Reason for Request:** (Please be thorough)

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**Format:** Encrypted Email with Excel Spreadsheet

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**Signature and Title of Requestor**

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**Date**

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**OFFICE USE ONLY:**

Approved  Denied  Returned for Additional Information

Explanation: \_\_\_\_\_

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